CONFIDENTIAL

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100180004-1

13 JUL 1971

MEMORANDUM FOR: CIA Records Administration Officer

FROM : Records Management Officer, Office of Logistics

SUBJECT : Records Control Schedules

1. In anticipation of increasing use of computers, and to conform to an established numbering pattern compatible with computer input formula, listed below is a revised numbering system to be applied to existing, new and/or revised Records Control Schedules within the Office of Logistics. The numbering system is set up to permit expansion and/or revision within a given series.

	NEW SCHEDULE NUMBER	COMPONENT	OBSOLETE NUMBER
Revised 14 Nov 73	3400	Office of the Director	34-69-A
"	3400.01	Executive Office	
30 Mar 73	3400.02	Records & Services Branch	
2 Feb 73	3400.03	Budget & Fiscal Branch	
4 Dec 73	3401	Procurement Management Staff (formerly Contract Review Board)	34-69-A
5 Jan 74	3402	Personnel & Training Staff (formerly Administrative Staff/P&TB)	34-60-A
Mar 75	3403	Security Staff	34-60-B
20 Nov 73	3404	Planning Staff	34-60-C
	3405	Procurement Division	34-69-D
	3406	[redacted]	34-70-D/125X1A
2 Nov 71	3407 *	Logistics Services Division	34-E-65
	3408	Printing Services Division	34-70-J
	3409	Real Estate & Construction Division	34-L-70
15 June 73	3410 ** see back page	Supply Division	34-56-F
21 Apr 72	3411 *** see back	[redacted]	34-56-F 25X1A
21 Apr 72	3411.02	Freight Traffic Branch (formerly 34-60-M Transportation Division/Cargo Branch & Transportation	25X1A
5 Jan 74	3412 **** see back	[redacted]	34-60-G
	3413		34-67-I
	3414	Building Planning Staff	34-60-D
2 Nov 71	* 3407.01	Architectural Design Staff.	
2 Nov 71	3407.02	Bldg Svs. Branch	
2 Nov 71	3407.03	mail & Courier Br	
2 Nov 71	3407.04	Motor Pool Branch	
2 Nov 71	3407.05	Sp. Maint & Fac Br	
2 Nov 71	3407.06 (Engr & Commo)	1 Sep 73 Tele Voc Br	25X1A

Distribution:
2 - C/Records Center
1 - All Logistics Components

Pat's WORK SHEET

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GROUP 1 Excluded from automatic downgrading and declassification

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25 May 73	** 3410.01	Supply Mgmt Br.	
25 May 73	3410.02	Central Control & Dist Br	
25 May 73	3410.03	Field Support Br	
21 Apr 72	*** 3411.01	[redacted]	Material Fac. Br.
"	3411.03	" "	Stock Control Br
"	3411.04	" "	Spec Proj Br.
5 Jan 74	**** 3412.01	[redacted]	Security Off.
"	3412.02	" "	Adm & Sup Div
"	3412.03	" "	Surveillance Div
"	3412.04	" "	Supply Spec Div.

25X1A

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